

## PARKS MANAGER

## **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Parks and Golf Course Maintenance and Operations Section of the Public Works Department including direct leadership activities of the following areas: parks maintenance and golf course maintenance; to coordinate parks activities with other divisions and departments; and to provide highly complex staff assistance to the Deputy Public Works Director – Field Operations.

## **Supervision Received and Exercised:**

Receives direction from the Deputy Director – Field Operations or from other supervisory or management staff.

Exercises direct supervision over professional, technical, clerical and maintenance staff.

## **Essential Functions:**

Duties may include, but are not limited to, the following:

- Plan, develop, implement and manage the Section's goals, objectives and work plans; assign work activities, projects and programs; monitor work flows; with the input of section staff, review and evaluate work products, methods and procedures;
- Manage the development and administration of the section's budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures;
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery, assess work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the section;
- Oversee the decision making process with the appropriate supervisory staff when determining the course of action for significant parks and golf course maintenance concerns;

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- Facilitate the provision of the highest level of quality customer service. Respond
  to and resolve difficult and sensitive inquiries, complaints and requests for
  services from citizens in an open and creative manner. Communicate and
  provide information to the public through correspondence, interviews and
  telephone calls;
- Manage, direct and organize a diverse and proactive program of services including park maintenance, golf course maintenance and operations, stadium and cemetery maintenance. Other areas of oversight may include rights-ofways, review of city landscape project design, inspection of contractor work, volunteer and Adopt-a-Park programs, and parks facilities coordination. Recommend and review capital improvement plans related to the assigned services and provide input regarding future required maintenance activities;
- Coordinate parks maintenance activities with other City departments, Public Works divisions and sections, outside agencies and neighborhood organizations;
- Develop, negotiate and administer contracts related to the programs, services and facilities managed and maintained by the Division;
- Maintain preventive maintenance activities in accordance with strategic plan; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials;
- Develop and review specifications for the purchase of new equipment and supplies; work with Finance & Technology Department to assist in evaluating bids from vendors;
- Establish and monitor complete, accurate and accountable control for tools, equipment and supplies;
- Develop and review staff reports related to parks and golf; serve as a liaison to and present reports to the City Council, commissions, committees and boards as requested;
- Ensure the adherence to safe work practices and oversee the training, communication, and maintenance of the section's Safety Program Manual;
- Select, train, motivate and evaluate personnel using employee feedback; provide and coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from section employees on policies and procedures; implement discipline and termination procedures. Ensure that the staff contribute to the City's mission and values;
- Foster and maintain a healthy and productive work environment for section staff and contribute to a positive working environment for the Department;

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Parks Manager (continued)

Maintain a cooperative and collaborative relationship with Department

membership and the labor/management process;

Have a strong commitment to value diversity in the section and the City;

Perform related duties as assigned.

**Minimum Qualifications:** 

**Experience:** 

Equivalent to 3 years of full-time, increasingly responsible experience in the administration of parks and golf course maintenance programs or a directly related

field plus two years of supervisory experience

**Education:** 

Equivalent to a Bachelor's degree from an accredited college or university with major course work in park management, public or business administration or a

degree related to the core functions of the position. A master's degree is preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license.

**Examples of Physical and / or Mental Activities:** 

Operate city vehicles

Work in a stationary position for considerable periods of time

Operate computers, calculators and other office machines using repetitive

hand / eve movement

• Considerable reading and close vision work

May require working extended hours

Work Environment:

(Pending)

Competencies:

Pending

Job Code: 019

FLSA: Exempt / Classified

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